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SECRET

Suggestion No. 675

A. Summary of the Suggestion:

Issuance by a high ranking CIA official of a short publication stating the extent to which estimates made within the Agency influence policy decisions.

B. Evaluation of Concerned Offices:

The Ch/E stated in a memo to the EX/RR that:

"The basic thought in the suggestion, that repeated reassurances are necessary to remind analysts of the importance of their work, appears to be justified. For example, there seems to be a lack of understanding by analysts of the use made at the policy level of NIE's. If the suggestions are adopted, they should have a positive effect on the motivation of our analysts-intelligence officers. Possibly a general statement, plus one or two specific examples, would be most effective."

The Director of Training stated:

"The Office of Training is willing to assist in preparing a statement stressing the importance of estimates made within the Agency and the role of the analyst in contributing to these estimates. However, the DI/I member on the Incentive Awards Committee has informed my representative that the proposed statement would be initiated within PD/I, if favorable action is taken on this suggestion by the committee."

C. Recommendation of the Executive Secretary:

Award for intangible benefits from \$25 to \$40. This is based on a recommendation of Mr. [REDACTED]. He stated that approximately 1,000 employees will benefit. He also stated that this man's grade and responsibility should be definitely considered.

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*Defer -  
Return to DD/I  
for implementation*

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ILLEGIB

Suggestion No. 1381

A. Summary of the Suggestion:

The suggester proposed that the Agency send cable texts to information addresses by mailgram (Pouch) when such delayed receipt will not adversely affect the value of such cable information insofar as the information addressee is concerned. Beneficial effects are seen in the saving of cryptographic labor and cable tolls, plus the fact that the practice would encourage cable originators to keep non-action but interested stations advised of essential information.

The suggestion was submitted by dispatch from the field on 1 November 1951. It was resubmitted by the employee's supervisor o/a 6 December 1954, together with a copy of [redacted] (entitled [redacted]) which, according to the supervisor, "Was obviously based on (the suggester's) dispatch."

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B. Evaluation of the Concerned Office:

The Executive Officer, Cable Secretariat, evaluated the suggestion and advised the Committee as follows:

"After checking our records and the records of the Office of Communications it appears that [redacted] dated 23 August 1954 was written without the knowledge that (the suggester's) suggestion was ever submitted. The regulation is based on a separate and independent determination from the suggestion. The Cable Secretariat proposes that there may be some basis in fact but not in record that the suggestion was the basis for the procedure. Therefore, the determination of whether an award is appropriate be left to the decision of the Committee."

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A subsequent check of FI/RI dispatch records revealed that a registered copy of the dispatch containing the subject suggestion was forwarded to the Communications Office on 21 November 1951. This fact establishes the basis of a strong presumption that the suggestion received consideration prior to the issuance of [redacted] which contained the substance of the suggestion.

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A recent conversation with the evaluator, by a member of the Incentive Awards Staff, reaffirmed the evaluator's opinion that the suggestion should be considered for award action. It was also pointed out, however, that an estimate of tangible savings cannot be made because implementation of the suggestion is discretionary. Also, it was revealed that revised pouch procedures, including limitations on the use of fast pouch channels, would probably keep the use of this suggestion to a minimum. For this reason, although the suggestion will effect some intangible benefits, it was felt that a nominal award, only, would be in order.

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C. Recommendation of the Executive Secretary:

Approval and acknowledgment of the Executive Secretary

Suggestion No. 1646

A. Summary of the Suggestion:

The suggester proposes that the Agency furnish Travel Section, Division of Finance, Office of the Comptroller, and Finance Section, Central Processing Branch, Office of Personnel, with the publication Le Repertoire de Voyages, 78 Champs-Elysees, Paris, France, and required supplemental copies. The book includes current European rail, sea, and air fares. This book would furnish Finance Division with foreign fares needed for verification in the processing of travel vouchers. It could also be used by CPB in the preparation of vouchers and in answering the many requests for fares from all parts of the Agency.

B. Evaluation of Concerned Office:

The suggestion was initially referred to the Office of the Comptroller. The Office replied on 1 June 1955 that in the opinion Le Repertoire de Voyages would serve no useful purpose to the Travel Section, Finance Division. The Office recommended that the suggestion be forwarded to the Central Processing Branch for further evaluation.

The Office of Logistics received the suggestion in August. The Transportation Division noted that this suggestion would be of primary benefit to the Travel Section, Division of Finance, and Finance Section, Central Processing Branch.

The suggestion was then forwarded to the Central Processing Branch. This Branch believed that the publication would serve no official purpose, but that it would be beneficial in assisting them in answering inquiries.

Further coordination of the suggestion with the Office of Logistics was effected in October. The Office maintained that the suggestion was of no value to them. They stated that they had no objections to the award based on Central Processing Branch comments.

C. Recommendation of the Executive Secretary:

It is recommended that a nominal award of \$10 be made to the suggester on the basis of the Office of Personnel recommendation.

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Suggestion No. 1647

A. Summary of the Suggestion:

This suggestion provides for the elimination of typing and filing of Standard Form 52s by the Payroll Branch, Fiscal Division covering employees resigning and being reassigned to the confidential funds payroll.

B. Evaluation of Concerned Office:

From the Office of the Acting Comptroller:

"As the result of this suggestion, the Payroll Branch, Fiscal Division several months ago discontinued the preparation of Standard Form 52s for their internal use, and it is estimated that this effected savings of \$700 annually.

C. Recommendation of the Executive Secretary:

An award of \$35 based on tangible savings.

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